


Enrolling your UCS identification card for printing

If you have received a replacement ID card or have not printed at UOS you will need to complete the following steps.

- 1 Enter your username and password followed by presenting your ID card to the card reader (**Note: do not click login**)
- 2 Register your ID card by presenting it to the Konica Minolta multi-function printer's card reader logo. 

You will now be registered to use the printing system. Swipe your card again to login.

If you have entered an incorrect username or password you will receive the error **invalid username or password**.

For further help or to report a hardware fault please contact;

IT Services on

Web: its.uos.ac.uk/it-services/printing E-mail:

ITServiceDesk@uos.ac.uk

Telephone: 01473 338222

To request consumables (paper, toner or staples) please contact;

Facilities on

E-mail: fmhelpdesk@uos.ac.uk

Telephone: 01473 338111

Printing your documents

- 1 To print select the printer **PaperCutBW** or **PaperCut Colour** when printing your document(s).
- 2 Log in to any Konica Minolta printer and tap the Release button.
- 3 Select the documents you want to print, or press 'Select All' and press the blue start when you are ready to proceed. 

A range of options, such as stapling and booklet printing are available, please refer to my2.uos.ac.uk/it-services/printing for detailed guides.

Printing from USB

It is now possible to print directly from your USB storage device, simply login to the printer, insert the USB stick (in the port to the right hand side of the screen) and follow the on screen instructions. Note this supports a limited range of document types and finishing options.


Logging Out

Your session will be automatically logged out after 60 seconds of inactivity, however to manually log out press the Access button to the right of the screen.


Copying Functions

To access the copying functions login to any Konica printer and tap the Copy button.

Place your original documents to be copied either in the manual paper loader or on the glass screen.

Select the quantity of copies and any finishing options (enlarge/shrink/staple) and press the blue start when you are ready to proceed. 

Scan to E-mail

It is possible to scan to your e-mail address in a range of file formats. Login to any Konica printer and tap the Scan button. 

Place your original documents to be copied either in the manual paper loader or on the glass screen.

Select the 'E-Mail Me' button and any finishing options on the ribbon below followed by the blue start button just below the screen. 